

**DENR Memorandum Circular
No. 99-04
February 18, 1999**

SUBJECT : Extension of the Community Organizing Contract Under the Forestry Sector Project Loan II.

SECTION 1.0 BASIC POLICY

Pursuant to MC 20 Series of 1992 and MC 97-01 Series of 1997 and in order to carry out the objectives of the long-term development and management of the forest resources, Assisting Organizations (AOs) are being organized and tapped by the DENR to undertake Community Organizing activities. Likewise, Executive Order (E.O.) 263 officially adopted the Community-Based Forest Management as a national strategy requiring people-oriented forestry programs/projects to be managed to ensure sustainable management of forest resources. The need, therefore, for effective community organizing activities to prepare the people's organization cannot be overemphasized and the following guidelines are hereby promulgated for the guidance of all concerned:

SECTION 2.0 OBJECTIVES

The objectives of the extension of the Community Organizing contract are as follows:

2.1 To further develop the knowledge and awareness as well as the leadership and membership capabilities of the People's Organization towards the attainment of the objectives of the subprojects;

2.2 To address significant gap as indicated in the assessment of subproject sites and ensure continuity of project implementation.

2.3 To fully organize the community in preparation for the implementation of the long-term community-based resource management program of the Department.

SECTION 3.0 REQUISITES FOR EXTENDING THE CONTRACT

The following requisites for extending the contract must be complied with:

3.1 No additional cost shall be incurred and availability of funds for the purpose is assured;

3.2 Submission of letter of intent by the Assisting Organization expressing its interest to continue the community organizing activities;

3.3 Submission of Board Resolution by the PO expressing the need for extending the community organizing activities by the AO; and

3.4 Result of the performance evaluation of the AOs. The evaluation will be carried out with due consideration on the following:

The CENR Office, preferably the CENRO Inspection Committee (CIC), shall conduct the assessment/evaluation of the performance to be submitted to the Regional Office thru the PENRO. The Regional Inspection Team (RIT) may revalidate the recommendation of the CENRO for concurrence and approval of the RED;

Likewise, the overall assessment for the accomplishment of the AOs for OECF subprojects shall be monitored and evaluated by the Regional Office which shall be headed by the NFDO, following the recommendation of the Special Assistance for Project Implementation (SAPI) in determining possible extension of the contract.

SECTION 4.0 MAJOR ACTIVITIES TO BE COVERED BY THE EXTENSION

In addition to the community organizing activities not completed by the AOs, the following activities, pursuant to MC 97-01 Series of 1997, shall be prioritized and conducted within the extension period:

<u>Activities</u>		<u>Expected Output</u>
1.0	Preparation and approval of feasibility studies on livelihood projects+	Approved Feasibility Studies Report
2.0	Linkages with other institutions	MOA between PO and other institutions
3.0	Training on and actual implementation of financial management system by the PO including capital build-up (CBUs) and CFDF	Written Book of Accounts/Financial reports CBU and CFDF scheme
4.0	Assistance in the development, Presentation and approval of the Community-based Resource Management Framework (CBRMF)	Affirmed CRMF
5.0	Assistance in the awarding of Community-based Forest	CBFM Agreement between DENR and PO

	Management Agreement (CBFMA)	
6.0	Preparation and submission of CO phase-out Plan	CO Phase-out Plan
7.0	Preparation and submission of CO terminal report	CO Terminal Report

If there are other activities which are not included in the above priority list, but considered critical/prerequisites to the process of project implementation, the same shall be considered after due consultation with the parties concerned.

SECTION 5.0 MONITORING AND EVALUATION OF THE COMMUNITY ORGANIZING

All activities shall be monitored by the CENRO with due consideration to the impact of the accomplished activities in the performance of the PO pursuant to MC 97-03 using the provided manual for the purpose.

SECTION 6.0 DURATION OF THE EXTENSION OF THE CONTRACT

The extension period shall be based on the extent of activities (upon evaluation of the performance of the PO and AO by the CENRO or, if documents are available for evaluation, consultation with the AO/PO by the CENRO) needed to be undertaken in the community.

For ADB-funded subprojects, the extension shall not be beyond December 31, 1999.

For OECF subprojects, the extension shall cover a maximum of one (1) year, but not beyond year 2000.

There shall be no second extension of the contract except on extreme cases upon the discretion of the RED.

SECTION 7.0 PREPARATION OF NEW/ SUPPLEMENTAL CONTRACTS

7.1 For those CO contracts which will expire in 1999, amendment or supplemental contract shall be prepared by the CENRO and shall be indorsed for approval of the Regional Executive Director or whatever signed the original contract.

7.2 For those CO contracts that already expired, new agreement/contract shall be made at no additional cost on the part of the DENR. This shall be prepared by the CENRO and approved by the RED.

7.3 For CO contract that already expired with no available funds, a MOA should be entered into by and between the DENR and the AO provided that all of the requisites for extension except Section 3.4 hereof are fully complied with by the AO.

SECTION 8.0 SUPPLEMENTAL RULES AND REGULATIONS

The Regional Executive Director may promulgate supplemental rules and regulations which shall apply to peculiar conditions prevailing in and appropriate for the region. **Provided that**, such rules and regulations shall be in accordance to and/or consistent with this order and other related orders/policies of the office. **Provided further**, that the office of the Secretary thru channels shall be furnished with the copy for information and reference.

SECTION 9.0 EFFECTIVITY

This Order takes effect immediately.

(Sgd.) ANTONIO H. CERILLES
Secretary